



RECRUITMENT OF MESS SUPERVISOR

Notification No. C-02/2020-IIMK.HR

Indian Institute of Management Kozhikode invites online applications for the position of Mess Supervisor on contractual basis to work at Students Hostel Mess, Staff Mess and other allied facilities.

No. of Position	01 (One)
Qualification & Experience	<p>Bachelor's Degree in any discipline with minimum three years relevant experience preferably in managing Mess/Canteen and Kitchen Supervision in reputed academic institutions/other large institutions.</p> <p style="text-align: center;">Or</p> <p>Three years full-time Diploma in Hotel Management with minimum four years of relevant experience. Knowledge and Experience in food production will be an added advantage.</p> <p><i>(Retired defence personnel with relevant experience are preferred. Candidates applying to the post should have good English & Hindi communication).</i></p>
Job Profile	<p>The role entails responsibility of;</p> <ul style="list-style-type: none">• Monitoring the entire catering operations in student and staff mess, restaurants and kiosks.• Supervision and coordination of food preparation in kitchen and purchases or requisitions foodstuffs and kitchen supplies• Liaisoning with student committee in planning menus, apportioning food ingredients and addressing grievances• Ensuring cleanliness and neatness of staff canteen/ student mess and kitchen.• Responsible for ensuring compliance of food safety standards by the vendors as per the statutory norms issued by Food Safety Standard Authority of India.• To ensure price, quality and quantity of food served are in compliance with the agreement conditions.• To ensure the timely wages, PF, ESI etc. of the staff deployed at the student and staff mess.• Monitoring of night canteen services twice a week.
Range of Consolidated Monthly Remuneration	<ul style="list-style-type: none">• ₹30,000/- to ₹35,000/- (based on qualification and experience of the candidate)• Telephone allowance of ₹300/- per month
Maximum Age Limit	55 years
Date & time for Interview	(Tuesday) 18-02-2020 at 10.00 a.m.

General Information and Conditions:

1. Interested and eligible candidates may submit online applications at the careers page of IIMK Website <https://iimk.ac.in/> upto 04.00 p.m. of 15-02-2020.

2. Candidates who have submitted their applications are advised to regularly visit our website/ check their e-mails for updates, if any.
3. After online submission, candidates should take a print out of the application form. This application form (print-out) duly accompanied by self-attested copies of the certificates, marksheets, testimonials in support of age, educational qualifications etc. should be produced at the time of document verification. Original certificates should also be furnished for verification purpose.
4. Application without signature, or incomplete in any other aspect will be summarily rejected.
5. Canvassing in any form and/or bringing in any influence, political or otherwise will automatically disqualify the candidate for the post.
6. Maximum age limit is 55 years as on date of notification. Age relaxation as per Government of India norms will apply on production of relevant certificates at the time of interview.
7. The engagement to the above post will be purely on contractual basis and will have no right/claim for continuation or regular appointment.
8. In case a large number of applicants report for the selection process, screening/ written test will be done to limit the number of candidates. Only shortlisted candidates will then be considered for interview.
9. The Institute has right to cancel the selection process at any stage without assigning any reasons.
10. No TA/DA will be paid for attending the interview.
11. Decision of the Director, IIMK regarding the selection will be final. No Query would be entertained.

Dated: 30-01-2020


Senior Administrative Officer- HR